

**CAPITAL PROJECTS ADMINISTRATOR
CAPITAL PROJECTS ADMINSTRATOR, ASSISTANT**

WORK HISTORY FORM 2006

**Announcement Numbers: 8006
 8007**

**Class Code 4410/
 4409**

INSTRUCTIONS:

This Special Work History Form is to be used for both the Capital Projects Administrator and the Capital Projects Administrator, Assistant positions. It will be scored for either or both classifications, depending on how you complete your application(s).

Completion of this form is part of the selection process. Your grade will depend, in part, on the information you provide here. Your grade also will be judged, in part, by your official college transcript and any other relevant documentation which must be submitted with your application. Civil Service reserves the right to determine the relevance of any listed experience and/or training.

This form is divided into three sections. They are:

- I. Work experience in a specific content area:
 - 1. Preparation / Monitoring of Capital Improvement Projects
- II. Training
- III. Architectural License / Professional Engineer Registration

Specific instructions for completing the sections of this form are stated at the beginning of the actual sections. You are responsible for carefully following all instructions. If for any section there are not enough blanks for you to list your experience, please attach (as necessary) additional sheets containing all information requested for that section. Please be honest, specific, and complete when filling out this form. Civil Service must be able to use the information you supply on this Work History Form to determine if you meet the minimum qualifications as listed in the announcement for this position. In filling out this Work History Form, ***please use the announcement as a reference.***

Return your completed and signed *Work History Form* to Room 7W03, City Hall along with your application, Personal History Form and copies of the required documents.

CERTIFICATION:

I hereby certify that this form contains no willful misrepresentation or falsification; that information given by me is true and complete to the best of my knowledge and belief. I am aware that, should investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from the employment list, and I may be disqualified from applying in the future for positions in the Civil Service of the City of New Orleans.

Signature: _____

Date: _____

Name (please print): _____

Social Security #: _____

IMPORTANT: Check to make certain that you have completed each item fully and accurately. Your examination grade will depend upon the information you have provided.

SECTION 1. WORK EXPERIENCE IN SPECIFIC CONTENT AREAS - INSTRUCTIONS

In this section you are asked to describe your work experience in areas related to the position(s) for which you are applying. It will be to your advantage to be as thorough as possible in listing your relevant work experience for each content area.

In describing your experience in each of the content areas, list your most recent experience **first**. Please include:

- a) your job title, annual salary, and the name of the organization;
 - b) the dates (monthly/year) you held the position;
 - c) your supervisor's name and phone number (this person should be familiar with your work and be able to verify the duties you describe);
 - d) a description of your duties in the content area;
 - e) whether the position involved supervision and, if so:
 - f) the names and titles of employees you supervised.
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1: Preparation / Monitoring Of Capital Improvement Projects Experience

Describe your experience maintaining the Preparation / Monitoring of Capital Improvement Projects. List your most recent experience first.

a. Job Title:_____ Approx. Annual Salary:_____

Organization/Department:_____

b. Dates:_____ to _____
month/year month/year

c. Name of Supervisor:_____ Phone number:_____

d. Preparation / Monitoring of Capital Improvement Projects Experience:_____

e. Did this position require you to supervise employees? _____ **YES** _____ **NO**

f. If YES, list the name and title of these employees:

Name:

Title:

1: Preparation / Monitoring Of Capital Improvement Projects Experience

Describe your experience maintaining the Preparation / Monitoring of Capital Improvement Projects. List your most recent experience first.

- a. Job Title: _____ Approx. Annual Salary: _____
Organization/Department: _____
- b. Dates: _____ to _____
month/year month/year
- c. Name of Supervisor: _____ Phone number: _____
- d. Preparation / Monitoring of Capital Improvement Projects Experience: _____

- e. Did this position require you to supervise employees? _____ **YES** _____ **NO**
- f. If YES, list the name and title of these employees:

Name:

Title:

SECTION II. TRAINING

Please list any degrees you have obtained. In describing your (post-high school) educational background, please list only undergraduate and graduate degrees received from an accredited college or university. **Begin with your undergraduate degree(s) first.** For each degree listed, be sure to include:

- a) the type of degree (e.g., BA, BS, MBA, MPA, MS, MA)
 - b) the year that you graduated
 - c) for undergraduate degrees, your major field of study
 - d) the name of the institution from which you graduated
-

1. a) type of degree _____
- b) year graduated _____
- c) major _____
- d) the name of the institution _____
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2. a) type of degree _____
- b) year graduated _____
- c) major _____
- d) the name of the institution _____
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SECTION III. Architectural License / Professional Engineer Registration

1. Do you hold a Louisiana Architectural License?

_____ YES _____ NO

2. Do you hold a Professional Engineer Registration Certificate?

_____ YES _____ NO

If yes to either or both of these questions, appropriate documentation must be submitted at the time of application.